



# TAMIL NADU OPEN UNIVERSITY

Chennai - 15

School of Management Studies

SPOT ASSIGNMENT

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PROGRAMME – BBAC – III YEAR

COURSE CODE

BATCH

PRODUCTION MANAGEMENT

BBAC- 31

AY 2015-16

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Time: 1 Hour

Total Marks: 25

**Part – A (2 x 5 = 10 Marks)**

**Answer any two/ questions. Each question carries equal marks.**

1. Differentiate between the Production Planning and Production Control.
2. What are the steps involved in Time Study?
3. What is Inspection? What are its types?

**Part – B (1 x 15 = 15 Marks)**

**Answer any one question.**

4. What do you mean by Plant Location? Describe the factors influencing this decision?
5. Explain the various types of Selective Inventory Control Tools.



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COURSE CODE

BATCH

PERSONNEL MANAGEMENT

BBAC- 32

AY 2015-16

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Time: 1 Hour

Total Marks: 25

**Part – A (2 x 5 = 10 Marks)**

**Answer any two/ questions. Each question carries equal marks.**

1. What are the functions of Personal Manager?
2. How Wages are classified?
3. Give a model for Grievance Redressal Procedure.

**Part – B (1 x 15 = 15 Marks)**

**Answer any one question.**

4. Describe the Training Process.
5. Define Job Satisfaction. Explain the factors relating to Job Satisfaction.



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<b>PROGRAMME – BBAC – III YEAR</b>	<b>COURSE CODE</b>	<b>BATCH</b>
<b>FINANCIAL MANAGEMENT</b>	<b>BBAC- 33</b>	<b>AY 2015-16</b>

**Time: 1 Hour**

**Total Marks: 25**

**Part – A (2 x 5 = 10 Marks)**

**Answer any two questions. Each question carries equal marks.**

1. Define the Cost of Capital and explain the importance of Cost of Capital.
2. Classify the types of dividend Policy.
3. What are the strategies of cash management?

**Part – B (1 x 15 = 15 Marks)**

**Answer any one question.**

4. Calculate operating leverage and financial leverage under situation A,B and C and financial plans 1,2 and 3 respectively from the following information relating to the operation and capital structure of X,Y,Z Co. Also find out the combinations of operating and financial leverage which give the highest value and the least value. How are these calculations useful to the financial manager of a company? Discuss the factors determinates of an Optional Capital Structure.

Installed Capacity	1,200 units
Actual production and sales	800 units
Selling price per unit	Rs. 15
Variable cost per unit	Rs. 10
Fixed cost: Situation A	Rs.1,000
Situation B	Rs.2,000
Situation C	Rs.3,000

Capital Structure:

	Financial Plan		
	1. Rs.	2. Rs.	3. Rs.
Equity	5000	7500	2500
Debt	5000	2500	7500

Cost of debt (for all plans) 12%

5. Describe in detail the major areas in Receivables Management namely, Credit Policies, Credit Terms and Collection Policies.



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PROGRAMME – BBAC – III YEAR	COURSE CODE	BATCH
BUSINESS INFORMATION SYSTEMS	BBAC- 34	AY 2015-16

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Time: 1 Hour

Total Marks: 25

**Part – A (2 x 5 = 10 Marks)**

**Answer any two questions. Each question carries equal marks.**

1. How the Information systems help on organization?
2. Explain Global Information Systems.
3. What are the different Software Categories?

**Part – B (1 x 15 = 15 Marks)**

**Answer any one question.**

4. Explain the Transaction processing Information systems.
5. Discuss about various Logical Data models.



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PROGRAMME – BBAC – III YEAR	COURSE CODE	BATCH
BUSINESS ACCOUNTING SOFTWARE	BBAC- 35	AY 2015-16

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Time: 1 Hour

Total Marks: 25

## Part – A (2 x 5 = 10 Marks)

Answer any two questions. Each question carries equal marks.

1. Differentiate between Sales Book and Cash Book.
2. What do you mean by bank reconciliation?
3. How do you customise vouchers in Tally?

## Part – B (1 x 15 = 15 Marks)

Answer any one question.

4. Discuss creation of various Stock Categories.
5. Explain the configuration of Tally for TDS and Service Tax.